



## **CITY COUNCIL AGENDA REPORT**

<b>To: Mayor and City Council</b>	<b>Date: October 7, 2019</b>
<b>From: Sean E. Christensen, P.E. Public Works Director</b>	<b>Agenda Item: East Side Drainage Project No. 1902-A Improvements</b>

### **RECOMMENDED ACTION:**

Motion By: Council Member \_\_\_\_\_ Second By: Council Member \_\_\_\_\_, to award the East Side Drainage Improvements Project No. 1902-A to Crow River Construction in the amount of \$52,321, adopt the as-bid budget and approve the amendment to the professional services contract with Bolton and Menk, Inc. in the amount of \$43,500.

### **HISTORY:**

Council awarded the professional services to Bolton and Menk, Inc. for the drainage improvements on September 17<sup>th</sup>, 2018. The improvements include the addition of a piped outlet from the stormwater pond to reduce flooding and impacts to the structures surrounding it. A new scope has been developed for this project which consists of adding two catch basins at the intersection of 24<sup>th</sup> Street and Oxford Drive SE. A storm manhole at the intersection will also be added to redirect the flow of water away from a private pond as well as closing off the existing pipes flowing to the pond. Because of this new scope, an amendment with Bolton and Menk is required for the additional design and modeling in the amount of \$43,500. Bids were opened on September 27<sup>th</sup> for the project with Crow River Construction the low bidder in the amount of \$52,321.

### **FINANCIAL IMPACT:**

The costs anticipated is \$172,613 including construction, engineering and contingencies. Engineering costs have been included in this budget.

**REVIEWED BY:** Brian Gramentz, City Administrator

**COMMITTEE MEETING DATE:** October 7, 2019

**COUNCIL MEETING DATE:** October 7, 2019

Resolution No. \_\_\_\_\_

**A RESOLUTION AWARDING EAST SIDE DRAINAGE PROJECT NO. 1902-A TO CROW RIVER CONSTRUCTION IN  
THE AMOUNT OF \$52,321.**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Crow River Construction of New London, MN for the East Side Drainage Project No. 1902-A is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$52,321.

Dated this 7th day of October, 2019

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

RESOLUTION NO. \_\_\_\_\_  
PROJECT NO. 1902-A EAST SIDE DRAINAGE BUDGET

**ESTIMATED TOTAL COST \$172,613**

\*Budget Amounts are Essential

Dated:

Code

**PERSONNEL SERVICES**

10* Salaries Reg. Employees	_____
11* Overtime Reg. Employees	_____
12* Salaries Temp. Employees	_____
13* Employer Pension Contr.	_____
14* Employer Ins. Contr.	_____
<b>TOTAL</b>	<b>\$0.00</b>

**RECEIVABLES**

Assessments Prop Owners	\$0.00
LOST	\$172,613.00
General	\$0.00
State Aid	\$0.00
WTP	\$0.00
Bond Proceeds	_____
<b>TOTAL</b>	<b>\$172,613.00</b>

**SUPPLIES**

20* Office Supplies	_____
21* Small Tools	_____
22* Motor Fuels & Lubricants	_____
23* Postage	_____
24 Mtce. of Equipment	_____
25 Mtce. of Structures	_____
26 Mtce. of Other Improvements	_____
27 Subsistence of Persons	_____
28 Cleaning & Waste Removal	_____
29* General Supplies	_____
<b>TOTAL</b>	<b>\$0.00</b>

**FINANCING**

Bonds	\$0.00
LOST	\$172,613.00
WTP	\$0.00
MUC	\$0.00
MnDOT	\$0.00
<b>TOTAL</b>	<b>\$172,613.00</b>

**GRAND TOTAL** **\$172,613.00**

Dated: October 7, 2019

**OTHER SERVICES**

30 Communications	_____
31* Printing & Publishing	_____
32 Utilities	_____
33* Travel-Conf.-Schools	_____
34 Mtce. of Equipment	_____
35 Mtce. of Structures	_____
36* Mtce. of Other Impr.	\$52,321
37 Subsistence of Persons	_____
38 Cleaning & Waste Removal	_____
39* Other Services	\$5,232
<b>TOTAL</b>	<b>\$57,553</b>

\_\_\_\_\_  
Mayor

**Attest:**

\_\_\_\_\_  
City Clerk

**OTHER CHARGES**

40 Rents	_____
41* Insurance & Bonds	_____
42 Awards & Indemnities	_____
43 Subscription/Memberships	_____
44 Interest	_____
45 Licenses & Taxes	_____
46 Prof. Serv.	\$110,060
47* Advertising	_____
48* Adm. OH (Transfer)	_____
49 Other Charges	\$5,000
<b>TOTAL</b>	<b>\$115,060</b>

**GRAND TOTAL** **\$172,613**

**Resolution No. \_\_\_\_**

**A RESOLUTION ACCEPTING CONTRACT AMENDMENT NO. 1 WITH BOLTON AND MENK, INC.  
FOR PROJECT NO. 1902-A EAST SIDE DRAINAGE.**

Motion By:\_\_\_\_\_ Second By:\_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for Project No. 1902-A East Side Drainage between the City of Willmar and Bolton and Menk, Inc. of Willmar, Minnesota by Contract Amendment No. 1 in the increased amount of \$43,500.

Dated this 7th day of October, 2019

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**AMENDMENT NO. 1**  
**CONSULTANT SERVICES CONTRACT**  
**CAMBRIDGE DEVELOPMENT DRAINAGE IMPROVEMENTS**  
**PROJECT**  
**EXECUTED SEPTEMBER 21, 2018**

This Contract amendment is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
by and between the CITY and CONSULTANT.

WHEREAS, CITY requires additional professional services in conjunction with the Project;  
and

WHEREAS, CONSULTANT agrees to furnish the additional professional services required  
by CITY.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained  
herein, the Parties agree to amend the contract as follows:

**SECTION I – CONSULTANT'S SERVICES AND RESPONSIBILITIES**

- A. Scope of Services.** CONSULTANT agrees to perform the following additional professional  
services:

CAMBRIDGE DEVELOPMENT DRAINAGE IMPROVEMENTS PROJECT

- a. CONSULTANT will complete additional design and modeling beyond the original  
contract scope. An alternative solution is required due to constructability and  
easement requirements.

**SECTION II – CONSIDERATION**

- A. Fees.** CITY will compensate CONSULTANT for the services set forth in this amendment as  
follows:

CAMBRIDGE DEVELOPMENT DRAINAGE IMPROVEMENTS PROJECT -  
\$43,500.

- B. Contract Time.** CITY will extend contract to June 30, 2021.

- C. Project Name.** CITY will revise the project name to EAST SIDE DRAINAGE  
IMPROVEMENTS.

### **SECTION III –SIGNATURES**

IN WITNESS WHEREOF, the PARTIES have hereunto executed this amendment the day and year first above written.

#### **CONSULTANT**

By: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature)

Title: \_\_\_\_\_ Principle

Print Name: \_\_\_\_\_ Jared Voge

#### **CITY**

By: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature)

Title: \_\_\_\_\_ City Administrator

Print Name: \_\_\_\_\_ Brian Gramentz